



Health Policy Analyst

Status: Executive Service*

***Note:** An Executive Service employee serves at the pleasure of the Appointing Authority. As such, if conditions arise such as work curtailment or unavailability, sub-standard work performance, poor attendance or conduct, termination of employment may occur. Further, individuals hired into this open position(s) will not have a right to appeal, or standards for the application of disciplinary procedures applying to regularly appointed employees that have achieved career status do not apply to executive service appointed employees.

OVERVIEW

The Division of TennCare is seeking a Health Policy Analyst for its Policy Office. The Division of TennCare is the state agency responsible for administering the TennCare and CoverKids programs, which provide healthcare services for approximately 1.4 million Tennesseans. The Policy Office is responsible for developing and documenting TennCare policy, preparing and maintaining state administrative rules, and working with the Centers for Medicare & Medicaid Services (CMS) on issues related to the TennCare demonstration waiver and the Medicaid and CHIP State Plans. The candidate selected for this position will have the opportunity to gain practical policy analysis experience, as well as firsthand experience navigating the relationship between the state and federal governments as it pertains to administering Tennessee's Medicaid and CHIP programs.

KEY RESPONSIBILITIES

- Coordinating the development, review, and maintenance of written policy documents.
- Monitoring developments in federal and state healthcare policy.
- Analyzing state and federal legislation, federal regulations, and policy guidance documents.
- Conducting research on health policy issues.
- Preparing written reports about various topics related to the TennCare program.
- Assisting as needed with the development and submission of program documentation to CMS.
- Performing other duties as assigned by the Policy Director.

QUALIFICATIONS

- A Master's degree from an accredited college or university in public policy, health policy, public health, public administration, or a related field.

- Strong research skills, including the ability to identify and synthesize information from appropriate sources, and the ability to prepare succinct written analysis of complex issues.
- Practical subject knowledge and the ability to interpret federal and state laws, regulations, and policies.
- Familiarity with the Medicaid and CHIP programs.
- Excellent verbal and written communication skills to effectively and impartially communicate with others about policy-related issues.
- Strong organizational skills, including the proven ability to manage multiple tasks simultaneously while completing work within allocated timeframes.
- Ability to work independently as well as in a team environment.

Job Location: Nashville, Tennessee

How to Apply: Qualified candidates should send their resumes along with a cover letter to aaron.c.butler@tn.gov by **December 11, 2018**.

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.